

**Option #1 – Libraries may upload a placeholder document that says ‘No RFP submitted for this request’ and include all details in the Form 470 narrative. Cellular data requests don’t require RFPs according to E-rate program rules, but the E-rate Productivity Center has a glitch that blocks users from adding cellular data requests without an RFP.**

**Option #2 – Complete a true RFP document like the one below. Please contact the KDLA Technology Consultant at [lauren.abner@ky.gov](mailto:lauren.abner@ky.gov) or (502) 564-1728 if you need assistance in customizing the template for your library’s requests.**

## **REQUEST FOR PROPOSAL (RFP) for Cellular Voice & Data Plans**

**Library Name:** \_\_\_\_\_ **Public Library**

**Issue Date:** (Date the 470 is filed or before)

**Due Date:** (28 days or more after the 470 is filed)

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract for cellular voice and data plans at sites listed below. The goods and services requested in this document are part of the E-rate filings for the \_\_\_\_\_ Public Library beginning in the 2018 funding year. The vendor must provide their E-rate Service Provider Identification Number (SPIN) number on proposal in order to be eligible for consideration.

### **SPECIFICATIONS**

\_\_\_\_\_ Public Library reserves the right to adjust quantities to meet its needs.

\_\_\_\_\_ Public Library is seeking cellular voice and data plans for its bookmobile branch to check-in and check-out books for library patrons; register residents into their system for library cards; and research library collections.

Site	Quantity	Bandwidth minimum	Description of Needs
_____ Public Library Bookmobile	1	6 Mbps	1 cell phone line with a minimum of 400 minutes and 4Gb of data per month (with tethering/mobile hotspot capability).
_____ Public Library Bookmobile	1	6 Mbps	1 mobile hotspot with unlimited data for patron Wi-Fi access

## **PRICING**

- Each proposal shall provide a separate section listing all costs associated with the proposal separated out by Monthly Recurring costs and Maintenance/Insurance costs if they are distinct from the monthly recurring costs.
- All cost proposals must reflect the LCP (Lowest Corresponding Price), GSA pricing and any available governmental unit discounts.
- While price will be the most heavily weighted factor in our evaluation of the bids, the Library reserves the right to award the proposal to the best-qualified vendor. Other heavily weighted factors are coverage in the service area of \_\_\_\_\_ County and the ability to tether/create a mobile hotspot from the phone.

## **POINT OF CONTACT**

Any questions concerning technical requirements must be directed to:

\_\_\_\_\_, Director

Address:

Email: